

Shelter In-Place Incident

On-Site Resources
<ul style="list-style-type: none">▪ Emergency Operations Plan<ul style="list-style-type: none">- Evacuation Plan- Severe Weather Procedures- Emergency Transportation Plan- School Cancellation Plan▪ Crisis Response Team▪ School Resource Officer▪ Universal Precautions Kits
Off-Site Resources
<ul style="list-style-type: none">▪ Local/County/State Police Agencies▪ Fire Department▪ Public Information Officer (PIO)▪ District Executives▪ Emergency Transportation
Procedures
<ol style="list-style-type: none">1. Shelter In-Place areas may vary depending on time of day and nature of threat2. Identify safe area3. Administrator or designee will announce the Shelter In-Place and give instructions4. Ensure all students and staff are inside facility5. Teachers should take immediate action to account for and document all students present (both at beginning of incident and at conclusion of incident)6. Ensure all exterior doors and windows are closed7. Document all actions8. Turn off ventilation system in event of biological or chemical emergency9. Notify Public Information Officer (PIO)10. Notify District Executives11. Refer to Vendors List and activate MOUs for Facilities, Food, Transportation, etc.12. Determine whether school can remain open.13. Upon school closure, refer to appropriate documentation in Communication, Notification and Public Information section.